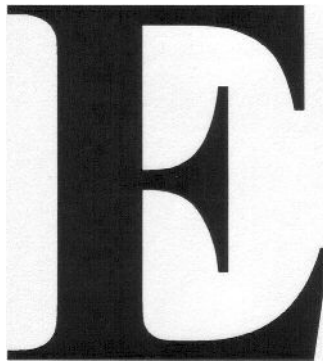


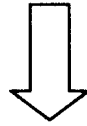
SECTION



- **IMPAC Purchasing Flow-Chart**
- **Buyer's Checklist**

IMPAC PURCHASING CHART

INITIAL REQUISITION

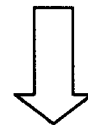
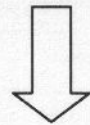


ARE FUNDS AVAILABLE?

YES

NO

OBTAIN FUNDS

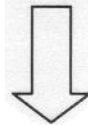
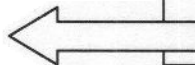


IS ITEM OF DRM'S LIST OF ITEMS THAT CANNOT BE PURCHASED WITH APPROPRIATED FUNDS?

YES

NO

OBTAIN APPROVAL FROM DRM



NEED APPROVAL FROM PROCESS OWNERS?

YES

NO

OBTAIN PROCESS OWNER APPROVAL

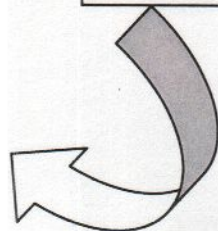
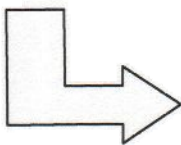


AVAILABLE FROM MANDATORY SOURCE?
(DAPS, UNICOR, JWOD)

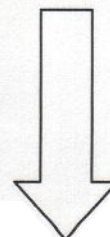
YES

NO

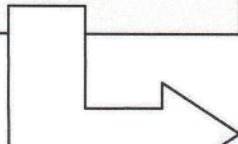
MAKE PURCHASE FROM MANDATORY SOURCE OR OBTAIN WAIVER (UNICOR) OR DOCUMENT FILE



Is item on the Recycled Products List?



MAKE PURCHASE FROM NON-MANDATORY SOURCE



BUYER'S CHECKLIST

DATE _____

COMPANY	PHONE #	POC	PRICE	EDD	COMMENTS

DID I ?

CHECK MANDATORY SOURCES

REMIND VENDOR OF TAX-EXEMPT STATUS

ORDER FOB-DESTINATION

**VERIFY 30-DAY DELIVERY AFTER CHARGE
IS MADE**

ROTATE VENDORS

ASK FOR RECEIPT

VERIFY NO BACKORDERS/PARTIAL SHIPMENTS